

June 6, 2011

Dear Round Table Member,

If your group would like to apply for a Fiscal Year 2012 history regrant from this Division, please submit an original (not a faxed, photocopied, or E-mailed), completed “**Notice of Intent to Apply**” (enclosed) to the Culture and Heritage Office **by 4:00 p.m. Thursday, July 7, 2011.** This deadline applies to both General Operating Support (GOS) and Special Project Support (SPS) regrant applications. The office mailing address and physical address are listed above. Please do not mail anything to the physical address. All of our postal mail goes to the 4 Moore Road, DN 139 address. **Postmarked Letters of Intent will not be accepted.**

All regrants require a 100% match. For example, if you receive a \$1,000 regrant, your total final costs must equal \$2,000 or more. The regrant will pay for half of those costs. You must provide the other half of the total funding. At least half, \$500, of your \$1,000 share in the total expenses must be a cash match. Up to 50% of the match (\$500) may be in-kind goods or services (volunteer labor, donated supplies, rent-free space, etc).

Example

Regrant	\$1,000	50%
Cash Match	\$ 500 (Minimum)	25%
In-Kind	<u>\$ 500 (Maximum)</u>	<u>25%</u>
Total Costs	\$2,000 (Minimum)	100%

If you submit a completed Intent Notice by Thursday, July 7, we will send a Fiscal Year 2012 Regrant Application to you. The application is available in three formats: the traditional paper form; via E-mail, or download on our website www.cmcculture.org (upper left hand side click on yellow arrow and click on downloadable forms. **Please indicate, on the enclosed form, in which format you prefer to receive the application.**

Please note that we will not be able to accept your completed applications on disk or via E-mail (I apologize for this inconvenience). We can only accept “hard copy” paper print outs. Your completed regrant application will be due in our office by 4:00 p.m. **Tuesday, August 9, 2011.**

Sincerely,

Donna Marie Amatucci
Acting Director

Enclosure: Fiscal Year 2012 History Regrant Notice of Intent to Apply

Fiscal Year 2012 History Regrant Notice of Intent to Apply

Please complete this notice if you intend to apply for a Fiscal Year 2012 (July 1, 2011 to June 30, 2012) History Regrant from the Cape May County Division of Culture and Heritage. The deadline for submitting your completed Notice of Intent to the Division is **4:00 p.m. Thursday, July 7, 2011**. Notices may be delivered to the Division Office at 605 Route 9 North, Cape May Court House between 8:30 a.m. and 4:30 p.m. Monday through Friday or mailed to: 4 Moore Road, DN #139, Cape May Court House, New Jersey 08210. **Postmarked Letters of Intent will not be accepted.** Please call us at 463-6370 if you have any questions about this information.

Applicant Organization / Agency

Federal ID #

Address

E-mail Address

City

State

Zip

Program or Project Director

Phone #

Regrant Request Amount \$_____

We prefer to receive the regrant application in this format: 1.) "hard copy" paper document; 2.) E-mail attachment or you may download from our website at www.cmcculture.org (Please circle one of these options.)

Is the applicant:

1. incorporated in New Jersey as a non-profit organization,
a unit of local government or an institution of higher education? ☐ Yes ☐ No
2. tax-exempt according to the IRS? ☐ Yes ☐ No
3. one that has been in existence and active for the last two years? ☐ Yes ☐ No
4. seeking support for a history project or activities? ☐ Yes ☐ No

Type of Grant: ☐ **General Operating Support** ☐ **Special Project**

Briefly describe (in 100 words or less) the project stating the name/title of the project first. Use the back of this page if needed.